

YOUTH SERVICES POLICY

Title: Financial and Property Loss Prevention Program Next Annual Review Date: 05/14/2013	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.11
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References: La. R.S. 39:233, 39:321, 39:324, 39:330, and 39:1596; ACA Standards 2-CO-1B-05, and 2-CO-3A-01 (Administration of Correctional Agencies); 4-JCF-2A-23, 4-JCF-6B-01, 4-JCF-6B-02, and 4-JCF-6B-05 (Performance-based Standards for Juvenile Correctional Facilities); 2-7066 (Standards for Juvenile Probation and Aftercare Services); Office of Statewide Reporting and Accounting Policy; Control Agencies Policies and Procedures Manual; Executive Order BJ 08-67 "Small Purchases Procedures"; Office of Risk Management Loss Prevention Program; State of Louisiana Loss Prevention Policy Statement; Office of Contractual Review; YS Policies A.1.7 "Risk Management", A.2.1 "Employee Manual", A.3.1 "Asset Management", A.3.7 "Procurement of Supplies and Equipment", A.3.8 "Budget and Fiscal Management Activities", A.4.1 "Contract Policy", A.7.1 "Safety Plan", C.2.10 "Safety and Emergency Management", C.2.13 "Key Control Program", C.2.21 "Security Manual – Secure Care Facilities" and C.5.3 "Quality Assurance Reviews-Central Office Audits, Secure Facilities and Regional Offices"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/14/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

The purpose of this policy is to establish and maintain a Financial and Property Loss Prevention Program to protect Youth Services (YS) from losses resulting from acts and/or omissions by employees in the performance of their duties.

III. APPLICABILITY:

This policy shall apply to all employees of YS.

IV. DEFINITIONS:

Office of Management and Finance (OMF) - The unit within Youth Services that oversees the administrative and operational functions of the department.

Petty Cash - Cash on hand used for small incidental or emergency purchases where a check is not required or cost effective. Only secure facilities are authorized to have petty cash.

Petty Cash Custodian - The Facility Director/designee who has been authorized to make payments from a petty cash fund and who is directly responsible for the administration of the fund.

Taggable Movable Property - Equipment with a purchase cost of one thousand dollars (\$1,000.00) or more.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Deputy Undersecretary and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that each Unit Head shall be responsible for ensuring that procedures are in place to comply with the Office of Risk Management's (ORM) Loss Prevention Program Manual.

VI. ASSIGNMENT OF RESPONSIBILITY:

A. Office of Management and Finance:

Fiscal responsibility is shared between the YS Undersecretary and the Deputy Undersecretary, Office of Management and Finance (OMF). The specific duties assigned in areas covered under the Financial and Property Loss Prevention Program are:

1. Property Control

The Central Office Administrative Program Director shall oversee Property Control. Annual inventory of property shall be conducted by the Property Manager and reconciled to the Asset Certification Reports. Discrepancies shall be investigated by the Central Office Administrative Program Specialist. Verifications shall be made to assure that all equipment over one thousand dollars (\$1000.00) is maintained in the Asset Management System. The Agency Property Manager or Agency Property Liaison shall tag movable property and enter required information into the on-line Asset Management System within 30 days of receipt.

2. Timekeeping

The Deputy Undersecretary at Central Office shall oversee Timekeeping. Timesheets leave request forms, and time entry into the LaGov HCM system shall be monitored to assure compliance with payroll requirements. Unit Heads shall review and spot check reports for accuracy and assure that division verification approvals and employee review signatures are present.

3. Contracts/Grants

The Contracts/Grants Reviewer shall oversee Contracts/Grants. Contracts/Grants shall be developed according to the policies, procedures, and the rules and regulations of the Office of Contractual Review. Contracts/Grants shall be reviewed by the Contract Performance Coordinator for compliance to assure agreements are sound and that all required documentation is complete, and all deliverables have been met. All Contracts/Grants shall be evaluated by the Contract Performance Coordinator after completion of the agreements to ensure that the goals of the agreement are achieved, and that the contractor has completed the terms in a satisfactory manner.

B. Unit Heads:

1. Unit Heads shall ensure that at a minimum Standard Operating Procedures (SOPs) outline the responsibilities for managers and supervisors who perform job duties covered by the Loss Prevention Program.
2. Unit Heads shall be responsible for the implementation of an Internal Fiscal Control program that includes operating guidelines, and the specific duties of all employees involved in the program to address at a minimum:
 - a. Handling/processing negotiable items; such as, cash, checks, postage stamps and money orders.
 - b. Employee accountability for equipment assigned to them.
 - c. The securing of safes.

VII. SEPARATION OF DUTIES:

Only those individuals authorized and trained to manage or handle cash, property, stamps, fees and other State assets shall be assigned to those duties.

VIII. SECURITY PLAN:

- A. All Unit Heads shall be responsible for establishing and implementing a written security plan that includes, but is not limited to, procedures that address limited, controlled access for authorized individuals to buildings twenty-four (24) hours a day, seven (7) days a week.
- B. The Unit's security plan shall also provide a means of controlling facility access for state employees, as well as, clients/visitors and vendors. Means for access control may include, but are not limited to:
 1. Door locks
 2. Alarm systems
 3. Lighting
 4. Surveillance cameras.

5. Front Gate personnel
 6. Entrance phones
 7. ID cards
 8. Keypads
- C. The Unit's security plan shall include assignment of responsibilities, as well as employee accountability and facility lock down procedures.
- D. Other points the Unit's security plan should consider are:
1. Parking lot security
 2. Campus/Grounds security
 3. Cyber/Data security
 4. Alternative entrances (i.e. back gate)
 5. Securing equipment located within buildings
 6. Hours of operation
- E. The Unit's security plan shall be re-evaluated at least annually, and as situations necessitate reviews.

IX. KEY CONTROL:

- A. Unit Heads shall be responsible for establishing and implementing written procedures for key control to include keys, security badges, security systems, etc., which cover at a minimum:
1. The issuance and return of keys/cards;
 2. Reporting lost or stolen key(s);
 3. Changing locks/codes (when applicable); and
 4. Employee responsibility for handling keys.
- B. An updated inventory log shall be maintained that indicates employees issued keys, the date the key(s) were issued and returned, and what areas the key(s) access.

X. REPORTING AND INVESTIGATIONS:

- A. All YS employees shall be responsible for reporting problems or discrepancies in fiscal controls to their respective supervisors and/or the Central Office Administrative Program Specialist.
- B. Unit Heads shall be responsible for:
1. Outlining procedures for reporting discrepancies;
 2. Investigating incidents to determine the origin;
 3. Implementing a corrective action plan to prevent recurrence of the problems or discrepancies; and
 4. Ensuring that procedures are in place to address timely reporting of losses to OMF/Purchasing to be filed with the ORM claims unit.

XI. AUDITS:

- A. Internal auditing processes (through Continuous Quality Improvement Services (CQIS) and the internal audit section) assures that all procedures, in conjunction with the areas covered in the Loss Prevention Program Manual, are conducted two (2) times a year via the respective audit plans to test the internal controls for these procedures.
- B. Unit Heads shall evaluate and respond to internal audit findings and recommendations expeditiously. The response shall include a corrective action plan with estimated implementation dates to resolve findings and whether or not the availability of resources is a restraining factor. Such lack of resources shall be documented.
- C. Following each CQIS audit, a Quality Assurance Review meeting shall be held to address discrepancies found and Corrective Action Plans. CQIS shall document discrepancies found and Corrective Action Plans discussed for monitoring during the next ORM audit.

XII. TRAINING:

Unit Heads/designees shall ensure that employees are properly trained in the policies and procedures developed as they apply to the employee's job duties where losses may be incurred either willfully or without intention. All safeguards shall be followed at all times.

Unit Heads shall also ensure that all mandatory annual training is documented and a copy forwarded to the YS Central Office Staff Development Director, who shall ensure entries are made in the Training Records Entry Completed (TREC) System.

Previous Regulation/Policy Number: A.3.11
Previous Effective Date: 09/16/2009
Attachments/References: